

EXECUTIVE STAFF ASSISTANT

DEFINITION: Under administrative direction, performs managerial and professional work of considerable difficulty for the Office of the President/Vice-President of the Navajo Nation requiring the application of technical and legislative knowledge; exercises independent judgment and decision-making; performs related work as required.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbent of this class.

TASKS:

Assists and provides support to assigned divisions in planning, organizing, directing and evaluating projects, programs and departments; reviews plans of operation; drafts and finalizes documents for the President/Vice-President's signature; serves as liaison between the Navajo Nation and various federal, state and local organizations, programs, officials and interest groups; represents the Office of the President/Vice-President in conferences and meetings; ensures compliance of applicable Navajo Nation, state, and federal laws; testifies at congressional, state and tribal legislative hearings and meetings.

Prepares appropriate responses, correspondence, and administrative reports on behalf of the Office of the President/Vice-President; attends Division Directors, Branch Chief, and staff meetings; monitors and follows state legislation as it relates to assigned divisions; researches and prepares issue papers for the President/Vice-President on a variety of issues to keep them updated on public and private affairs in the states of Arizona, New Mexico and Utah; works on specific projects; assists in the development of political plan of actions as well as analyzing and strategizing processes of a political nature.

Communicates and interacts with standing committees, chapters and entities on initiatives and projects within the Office of the President/Vice-President; provides technical assistance to various entities lobbying the state legislatures on behalf of the Nation; researches and analyzes legislation in the states of Arizona, New Mexico and Utah that directly or indirectly affect the Nation; directs the proper dissemination of public information; serves on various boards and/or task forces.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of modern principles, methods and practices of administrative management and public administration.

Knowledge of committee rules, protocol, policies and regulations.

Knowledge of the Navajo Nation organizational structure, policies and procedures.

Knowledge of basic budgeting procedures and financial record keeping.

Knowledge of a variety of computer software, including word processing, database and spreadsheets.

Skill in communicating effectively in oral and written form.

Skill in establishing cooperative work relationships with those contacted in the course of work.

Skill in conducting research and preparing reports, documents and correspondence.

Ability to exercise initiative and judgment in interpreting and applying policies and procedures, and in planning and analyzing administrative activities.

Ability to deal effectively with others in complex and controversial situations.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work is performed in an office environment and requires a minimum of physical effort with intermittent sitting, standing and walking.

THE NAVAJO NATION

Class Code: 0203
Unclassified Personnel Series
Immediate Staff of the President and Vice-President Group
Overtime Code: Exempt
Pay Grade: 67

EXECUTIVE STAFF ASSISTANT

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Government, Business or Public Administration or a closely related field; and four (4) years of experience managing governmental activities.

PREFERRED QUALIFICATIONS:

- A Master's degree in Government, Business or Public Administration or a closely related field.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.